



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5532.1

1A

2 AUG 1996

DEPOT ORDER 5532.1

From: Commanding General
To: Distribution List

Subj: KEY CONTROL PROGRAM

Ref: (a) OPNAV 5530.14B
(b) Navy Lock and Key Control Guide (NOTAL)

Encl: (1) Sample Key Control Register
(2) Lost Key Report
(3) Key Inventory Record

1. Purpose. To publish policies, procedures and guidelines for handling, issuance, recovery, and lost keys.

2. General

a. Key Control Officer. A command Key Control Officer will be designated in writing by the Commanding General. Subordinate Commanders will designate a key control officer for their organization. Personnel selected should have a current security clearance equal to the highest level of classified material held at the command, or at least a secret. The Key Control Officer is responsible for the operation and general function of the facility key and lock control program. The designated person reports to the Commander on all matters pertaining to the key and lock control and program organization. Specific duties include:

(1) Determining location and category of all locks at a given facility.

(2) Determining status of all keys currently in use.

(3) Arranging for all key storage including selecting locked containers, key rings, key tags, etc.


(4) Recommending areas for possible master key use.

(5) Designating Key Custodians as needed.

(6) Developing log procedures and forms for practical daily use that comply with references (a) and (b). Enclosures (1) through (3) are samples that may be used for this purpose.

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- (1) Develop Lock and Key Control Programs for the facilities they are responsible for.
- (2) Publish standard operating procedures for those programs.
- (3) Appoint designated personnel in writing.


J. M. GUERIN
Chief of Staff

DISTRIBUTION: A

KEY CONTROL REGISTER

Key Control Register to be retained on file for 6 months. (Ref: OPNAVINST 5530.13)

Inventory of keys and locks will be conducted semi-annually and records retained a minimum of 1 year.

[illegible]

ENCLOSURE (1)

LOST KEY REPORT

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FROM (Custodial Dept.)	TO: Commanding Officer	VIA:	DATE
COMPLETE KEY NO.	TYPE	BUILDING NO. (Lock Location)	
DESCRIPTION (Space or material controlled by lost key)			
DEPARTMENT CUSTODIAN		KEY HOLDER	
EXPLANATION OF LOSS			
ACTION TAKEN (To be Completed by Department Director)			
DISCIPLINARY ACTION (If any)			
CORRECTIVE ACTION TAKEN OR RECOMMENDED (Specify)			
SIGNATURE (Department Director)			
PLEASE SUBMIT IN THREE COPIES			
FROM	TO Commanding Officer	VIA	DATE
<p>1. CONTENTS NOTED; RECOMMEND:</p> <p>a. Replacement of: <input type="checkbox"/> Lock <input type="checkbox"/> Sub-Master System <input type="checkbox"/> Master System</p> <p> <input type="checkbox"/> Replacement of Key Only <input type="checkbox"/> Key be Dropped From Accountability</p> <p> <input type="checkbox"/> Key Series be Withdrawn <input type="checkbox"/> Other</p>			
2. REMARKS			
SIGNATURE (Key Control Officer)		VIA	DATE
FROM Commanding Officer	TO	VIA	DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
FROM	TO	VIA	DATE
<p>1. Take Action Indicated Above.</p> <p>2. Return Yellow Copy to _____ When Complete</p>			
SIGNATURE			
<p>Copy to:</p> <p>Custodial Department (Gold) Code (White)</p> <p>Code (Pink) Code (Yellow)</p>			

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KEY INVENTORY RECORD

(DEPARTMENT)

On _____ keys _____ #1 thru # _____ were inventoried by _____
(DATE) (KEY I.D.) SIGNATURE
(PRINT NAME)

DISCREPANCIES _____

On _____ keys _____ #1 thru # _____ were inventoried by _____
(DATE) (KEY I.D.) SIGNATURE
(PRINT NAME)

DISCREPANCIES _____

On _____ keys _____ #1 thru # _____ were inventoried by _____
(DATE) (KEY I.D.) SIGNATURE
(PRINT NAME)

DISCREPANCIES _____

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(PRINT NAME)

DISCREPANCIES _____

On _____ keys _____ #1 thru # _____ were inventoried by _____
(DATE) (KEY I.D.) SIGNATURE
(PRINT NAME)

DISCREPANCIES _____

ENCLOSURE (3)

